

# Privilege (Sales) and Use Tax Application



<b>Check any that apply:</b>	<input type="checkbox"/> New Business <input type="checkbox"/> New Owner of Existing Business <input type="checkbox"/> Name Change Only <input type="checkbox"/> Location Change	Former Owner (if applicable)	Previous City License #	License #
		Current City License #	Date of Change	
<b>SECTION I. BUSINESS INFORMATION</b>				<b>FEES</b>
Business Name (Individual, Company or "DBA", first name first)				<b>\$70.00</b>
Street No. (N,E,S,W) _____ Street Name _____ Type _____ Ste/Apt # _____ City _____ State _____ ZIP Code _____ Area Code _____ Business Telephone # _____ Start Date _____ E-mail address _____ State License # _____ Federal ID # _____				Reporting Frequency (Circle One)
				<b>Mth / Qtr</b>
<b>SECTION II. MAILING ADDRESS &amp; PHONE NUMBER</b>				
Enter Name if Different from Section I (above) or Enter 'In-Care-Of' Name _____ Telephone # _____				
Street No. (N,E,S,W) _____ Street Name _____ Type _____ Ste/Apt # _____ City _____ State _____ ZIP Code + 4 _____ Fax # _____				
<b>SECTION III. BUSINESS OWNERSHIP &amp; RECORD LOCATION</b>				
<input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> Corp. - State Inc. _____ <input type="checkbox"/> Gen. Partnership <input type="checkbox"/> Ltd. Partnership <input type="checkbox"/> Other _____				
<b>Owners, Partners, LLC Members, or Officers</b> (For Additional Names, Please Attach List)	1) Name _____		Social Security # _____	
	Home Address _____		Title _____	
	City _____	State _____	ZIP Code _____	Phone No. ( ) _____
	2) Name _____		Social Security # _____	
	Home Address _____		Title _____	
	City _____	State _____	ZIP Code _____	Phone No. ( ) _____
<b>Corporate or LLC Statutory Agent</b>	Name _____		Phone No. ( ) _____	
<b>Location Where Business Records Are Kept</b>	Name _____		Phone No. ( ) _____	
	Address _____	City _____	State _____	ZIP Code _____
<b>SECTION IV. BUSINESS TYPE</b>				
<input type="checkbox"/> Retail Sales <input type="checkbox"/> Wholesaler <input type="checkbox"/> Amusement <input type="checkbox"/> Construction Contracting <input type="checkbox"/> Use Tax <input type="checkbox"/> Restaurant/Bar <input type="checkbox"/> Manufacturer <input type="checkbox"/> Commercial Rental <input type="checkbox"/> Residential Rental (# of Units _____) <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Other _____				
<b>Describe Nature of Business</b>			Contractors # _____	
Check method you will use in submitting reports: <input type="checkbox"/> Cash Receipts <input type="checkbox"/> Accrual			# of Employees _____	
<b>SECTION V. BUSINESS PREMISES STATUS</b>				
<b>Check one:</b>	Do you own your business location? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Is this your residence? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	If no, complete the following Landlord/Property Manager information			
	Landlord/Property Manager Name _____		Address _____	Phone # ( ) _____
Do you rent a portion of the business premises to another entity? <input type="checkbox"/> Yes <input type="checkbox"/> No				
I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the license authorized and issued in response to this application with the condition that I report timely and pay any and all taxes due by me to the city. Incomplete forms may not be processed. IF APPLICABLE, BE SURE ALL SALES TAX HAS BEEN PAID BY FORMER OWNER. BY LAW YOU MAY BE LIABLE FOR ANY UNPAID TAX.				
Print Name _____		Signature _____		Title _____
				Date _____

## IS YOUR BUSINESS OWNERSHIP “INDIVIDUAL”?

If so, you are required to submit additional documentation. Due to a State law change in 2008, any individual/sole proprietor owner of a business must submit a copy of one of the 12 documents listed below indicating an authorized presence in the United States. More information about this State law, the Legal Worker’s Act, can be found on the Maricopa County Attorney’s Office web site: [www.maricopacountyattorney.org/lawa](http://www.maricopacountyattorney.org/lawa) .

The Arizona law reads as follows:

*Arizona Revised Statutes, Title 41; 41-1080. Licensing eligibility; authorized presence; documentation; applicability; definitions.*

A. After September 30, 2008, an agency or political subdivision of this state shall not issue a license to an individual if the individual does not present any of the following documents to the agency or political subdivision indicating that the individual’s presence in the United States is authorized under federal law:

1. An Arizona driver license issued after 1996 or an Arizona nonoperating identification license.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
4. A United States certificate of birth abroad.
5. A United States passport.
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.

Please include a copy of one of the above documents with your application so that we can issue a Tempe Privilege Tax license.

**Please read all instructions. Incomplete applications cannot be processed.**



**MAILING ADDRESS** City of Tempe  
Tax and License Division  
PO Box 5002  
Tempe AZ 85280  
**PHONE:** (480) 350-2955  
**WEB SITE:** [www.tempe.gov/salestax](http://www.tempe.gov/salestax)

**SITE ADDRESS** Tax and License Division  
20 E 6<sup>th</sup> Street  
Third Floor  
Tempe, AZ 85281  
**FAX:** (480) 350-8659  
**EMAIL:** [salestax@tempe.gov](mailto:salestax@tempe.gov)

## INSTRUCTIONS FOR COMPLETING THE APPLICATION

### Fees – Application & License

All applications must include a \$20 application fee, plus a license fee of \$50 for a total of \$70. **Circle the appropriate filing frequency.**

If your estimated annual gross taxable income for Tempe is \$50,000 or more, your reporting frequency will be monthly.

If your estimated annual gross taxable income for Tempe will be \$5,001 to \$49,999, your reporting frequency will be quarterly.

If your estimated annual gross taxable income for Tempe will be \$5000 or less you may request an annual reporting frequency only after you have established a 6 month reporting history.

A Transient Privilege Tax License may be issued to an individual or business that will be operating a taxable business within the city for 30 days or less. The cost for this license is \$25 for each 30 day period.

Late fees of \$15 will be assessed for any business in operation 45 days or more prior to applying for a license. Prior year license and late fees will be assessed for each calendar year of operation without a license.

### **Note: All Fees are nonrefundable.**

All businesses located in Tempe must be approved for zoning and building safety before a license can be issued. For zoning information call (480) 350-8331 and for building safety information call (480) 350-8341 or visit their office located at 31 E. 5<sup>th</sup> Street, Tempe, AZ 85281.

Home-based businesses are regulated by the Development Services Department.

### General Information

If you are a new owner of an existing business, the name and Tempe license number of the previous owner must be provided. **Note: Under the Tempe Tax Code you are liable for any unpaid tax liability of the previous owner.**

A new license is required for any business that changes their ownership or changes their Tempe business location.

Licenses are permanent and subject to an annual license fee. A transient license is issued only for a period of 30 days or less.

### **Section I: Business Information**

This section is to be completed with the name, address, phone number and other information of the business operating within the City of Tempe.

**Business Name** List the business or company name and the "DBA" if it is applicable for your Tempe business operation. If you do not have a separate business name, list the owner of the business.

Property managers applying on behalf of a client should indicate the property owner's name in this section. The City of Tempe does not license property managers.

**Address** Enter your Tempe business location address, including the suite, unit, or apartment numbers. If you do not have a Tempe business location, list your business operation location.

If you are applying for a license for real property rental, the Tempe rental property address should be entered in this section. **Each commercial property must have a separate license. (Complete an application for each property address.)** For single-family homes, condos, or townhouses only one license is required. All properties must be listed on separate sheet.

**Business Phone** The phone number listed in this section needs to correspond with the Tempe business location.

**Start Date** Provide the date (month/day/year) of the first taxable business activity in Tempe. If you are applying for a license due to an ownership change or change of location, the start date (month/day/year) is the date of the change.

**E-mail address** Provide the E-mail address for the person who should receive general Tempe Privilege and Use Tax information updates.

**Arizona Tax License # & Federal ID#** Provide your Arizona State privilege tax and Federal Tax Identification numbers.

### **Section II: Mailing Address, Phone & Fax Numbers**

This section is used for the name, address, phone and fax numbers of the person or business that will be responsible for receiving and preparing the Tempe tax reports. Note: As the business license and tax return mail will be sent to this address, be sure to include suite, unit, or apartment numbers.

### **Section III: Business Ownership and Record Location**

This section is used for the type of ownership of a business and to list the owners, partners, or another office of the business where the accounting records are maintained.

**Ownership** Indicate the ownership type. Corporations need to indicate the state in which they were incorporated.

**Owners/Partners/LLP/LLC Members or Officers** All corporations must provide a list of officers as well as statutory agent information. LLCs must provide a list of members. General partnerships and LLPs must provide a list of all partners. For each person, their social security number, business title, home address and home phone number are required (not the business address and phone). Indicate if phone numbers provided are unpublished. P.O. Box numbers are not acceptable for home addresses.

**Statutory Agent** The name, address, and phone number of your Statutory Agent is required. If you have nexus in Arizona, an Arizona agent must be listed.

**Records Location** Complete this section if the accounting records are not kept at the location listed in Section II.

### **Section IV: Business Type**

Check all types of business activity that you will be conducting in Tempe. If "Other," describe.

Provide a detailed description of your business activity. If your activity is retail sales, list the type of items sold. If your activity is construction contracting, list the type of construction performed. A contractor must also list their Arizona Registrar of Contractors number.

**Method of Reporting** Mark cash receipts if you recognize income based upon the date you receive the funds. Mark accrual if you recognize income based upon when the income is earned.

Provide the total number of employees you anticipate will be located in Tempe.

### **Section V: Business Premises Status**

Indicate whether or not you own your business location. If you answer "No," provide the name of the legal owner or property manager, their mailing address and phone number.

Indicate if your business location is also your residence.

Indicate if you are renting or leasing a portion of the business premises to another person or business.

Sign and mail the application along with your application fee and annual license fee.